



Origination 9/27/2016
Last Approved 3/5/2021
Effective 3/5/2021
Last Revised 3/5/2021
Next Review 3/4/2024

Owner Rodney Jenkins
Area 6.0 Facilities and Campus Police

Weekly Summer Camp Operations, 6.07

OPERATIONAL POLICY STATEMENT

The College facilities shall be made available for use by groups other than College students or staff when such usage does not interfere with the regular operation of College programs, including summer sessions. Further, when any of the College facilities are used by outside groups, the College shall adopt a regular fee schedule, revised each year, to offset any of the College's costs, including the use of staff and facilities, incurred by the College when the facilities are made available for non-College programs. The President of the College shall devise administrative procedures for the administering and for scheduling the use of College facilities for summer activities.

PROCEDURE

1. Weekly Summer Camp Operations - Administrative Procedures

The summer use of College facilities by groups staying five nights or more shall be governed by the following special regulations.

- A. Current agreements, regardless of priority, will customarily be extended on a year-by-year basis provided contract terms have been met, with the approval of the President of the College or her/his designee. When it becomes necessary to reduce or terminate a lower priority activity to make room for a higher one, such change will comply with guideline B below.
- B. Initial assignment, expansion, or reduction of space for an activity will customarily be restricted to one week time blocks per year.
- C. New activities are introduced into the schedule on a space available basis utilizing the following priority schedule:

- D. Priority schedule:
- E. Credit and non-credit academic programs sponsored and supervised by Yavapai College.
- F. Non-academic programs sponsored and supervised by Yavapai College.
- G. Academic programs whose major sponsor(s) are full-time Yavapai College personnel.
- H. Other academic and non-academic programs.
 - I. Program sponsors may be required to provide financial statements and/or other data related to their program.
- J. Assignment of space to an individual(s) for any activity must be done through the Events Coordinator. No second party use is allowed.
- K. The Events Coordinator is responsible for the implementation of this operational policy. Any appeal from the Events shall be made through the Associate Vice President of Student Affairs and the Dean of Students.

2. General Provisions

Camps that wish to use the Yavapai College facilities must be approved by the Vice President of Community Relations and Student Development of the College or his designee. Recommendations for their approval come to the Associate Vice President of Student Affairs and Dean of Students, through the Events Coordinator.

3. Fees

The fee schedule for regular facility use, including residence hall use, shall be established on a yearly basis. The fee schedule shall be recommended by the President of the College to the District Governing Board for their consideration and approval.

The count of suites or rooms used shall be made by the camp directors and furnished to the Events Coordinator. Suite rates apply up to a level of 4 persons per 4 person suite or 5 persons per 5 person suite. Room rates apply up to a level of 2 persons, per person, per night. Rooms or suites will not be overfilled, however, unless bed space is not available.

Residence hall charges do not include pillows, linen or towels. Charges are based upon minimum institutional clean-up at the end of each week. By signing the camp contract, camp directors assume responsibility for maintaining and leaving a clean residence hall.

Prior to the issuance of contracts for summer programs, the Events Coordinator shall meet with the Residence Life Manager to discuss logistics of space assignment. The Residence Life Manager has primary authority to assign space in the residence halls. If a conflict arises in the area of space assignment in the residence halls, it will be brought to the attention of the Associate Vice President of Student Affairs and Dean of Students, and the Vice President of Community Relations and Student Development for resolution.

The Associate Vice President of Student Affairs and Dean of Students shall be responsible for ensuring that adequate supervision exists in the residence halls during the summer programs. The Events

Coordinator and the Residence Life Manager shall jointly participate in the adoption and revision of rules regarding summer camp participants. The Residence Life Manager will participate in communicating these rules to the summer camp supervisors and is also charged with the responsibility of the supervision of the residence halls and the enforcement of these rules during the summer camps.

- A. Use of Residence Halls
- B. Rates per night - per room and/or suite (5 night minimum)
- C. Marapai Hall - \$9.60 per room
- D. Supai Hall - \$19.20 per 4 person suite, \$24.00 per 5 person suite
- E. Meal Service
- F. The following rates shall apply for the summer of 1983. However, the College reserves the right to adjust these figures yearly based upon food costs.
- G. Breakfast - \$2.85 + tax
- H. Lunch - \$3.25 + tax
- I. Dinner - \$3.55 + tax
- J. The rates for meal service include seconds for food and drink. The count of participants eating shall be made by the food service director and furnished to the Director of Auxiliary Services for payment by the camp. A camp director may participate in the per meal count if so desired.
- K. Other Facilities Usage Fees for Sports Camps
- L. The following facilities will be made available to sports camps on a contract basis. The fees listed are for weekly usage of the indicated facilities allowing for minor interruptions by the College for other use, such as maintenance, without change of fee charged.
- M. Game Room \$2.00 per hour
- N. Gym floor usage allows use of the floor from 9:00 a.m. to 11:00 p.m., Monday through Friday, and 9:00 a.m. to 12:00 noon on Saturday. This does not include use of locker room or shower facilities. Camp participants are expected to shower at the residence hall.
- O. Gym floor only \$180.00
- P. Pool usage allows for usage of the pool Monday through Friday. Pool usage will not be exclusive during this time period unless the camp participants represent maximum allowable participants in the pool area.
- Q. Camp directors must provide one adult supervisor for each 25 swimmers. This is in addition to the College life guard(s) on duty.
- R. Pool - \$.50 per hour per camper (10 camper minimum) up to a \$24.00 per hour maximum.
- S. Baseball field maintenance fee - \$165.00 per week.
- T. Any other facilities desired may be requested and the regular fees for Group III groups shall apply. The above rates do not include usage of any College-owned equipment. Any equipment must be requested and rental prices will be quoted.

4. Implementation

All previous arrangements with camps, stated or implied, shall be adjusted to comply with the herein stated provisions. All requests for usage of facilities shall be made to the Events Coordinator.

5. Contract Provisions

The College shall obligate itself to the approved camps through a two-part contract. Part I of the contract will obligate the College to agreeing to dates for future camps. These dates shall be set no earlier than 12 months prior to use and no later than three months prior to use. The signing of Part I of the contract by both parties will obligate the College to provide space for the coming summer as long as the second part of the contract is signed no later than three months prior to use. Part II states the charge for all facilities to be used as well as meal charges. Part II of the contract shall be negotiated and signed no earlier than six months prior to use and no later than three months prior to use.

6. Concession Rights

All concession rights during the time that a camp is on campus belong to the College. No food service or concessions of any kind are to be provided by the contracting organization without specific approval of the Vice President for Administrative and Financial **Services**.

7. Transportation

Transportation will not be provided by the College without special request being made six months prior to contract date. The College does not guarantee its ability to provide transportation for camps.

OPERATIONAL POLICY HISTORY

Adoption date unknown

Renumbered from 5.17 to 6.7 on 9/27/2016

Renumbered from 6.7 to 6.07 on 05/04/2018

Revised to "Operational" Policy and Owner Reassigned 3/5/2021

Approval Signatures

Step Description

Approver

Date